

# Winchester & District Athletics Club (WADAC) Privacy Notice

We ask that you read this privacy notice carefully as it contains important information on who we are, how and why we collect, store, use and share personal information, your rights in relation to your personal information and on how to contact us and supervisory authorities in the event you have a complaint.

This privacy policy is divided into the following sections:

1. Who we are
2. Our website
3. Our collection and use of your personal information
4. Transfer of your information out of the EEA
5. Cookies and similar technologies
6. Marketing
7. Your rights
8. Keeping your personal information secure
9. How to complain
10. Changes to this website privacy notice
11. How to contact us

## Who we are

This athletics club is a Charitable Incorporated Organisation operated by Executive Committee of the Winchester and District Athletic's Club ("WADAC"). We promote competition and community participation in athletics and other related sports such as triathlons and duathlons for the benefit of the inhabitants of Winchester and the surrounding district by the provision of facilities for athletics and other sports.

In relation to the personal data we collect directly from individuals that contact WADAC either through the web contact form, by email or by phone we are the 'data controller'. When we collect, use and are responsible for certain personal information about you we are regulated under the UK General Data Protection Regulations ("UK GDPR") and we are responsible for that personal information for the purposes of those laws.

## Our website

This privacy notice relates to your use of our website, <https://www.wadac.org.uk/> and the data we collect and process when you apply to join the club.

Our website may contain links to other websites owned and operated by certain trusted third parties to provide you with other relevant information, education and training resources. These other third-party websites may also gather information about you in accordance with their own separate privacy policies. For privacy information relating to these other third-party websites, please consult their privacy policies as appropriate.

## Our collection and use of your personal information

We collect personal information about you when you access our website, apply to become a member or contact us via our website.

We collect this personal information from you either directly, such as when you register with us or contact us via our website or by phone, or indirectly, such as your browsing activity while on our website (see 'Cookies' below).

The personal information we collect about you depends on the category of membership you have applied for. Such information includes, but is not limited to:

- your name (first and last)
- address
- telephone number
- email address
- date of birth
- gender
- school attended\*
- parents' names\*
- parents' email address \*
- DBS validation (if any) \*\*
- Criminal convictions (if any) \*\*

*\*junior club members*

*\*\*coaches, officials, parent helpers, volunteers*

We collect and use personal information:

- to administer athletes' and volunteers' involvement in the sport
- to register athletes for competitions
- to communicate with athletes/parents/carers about club events
- to provide appropriate pastoral care
- to verify your identity
- to notify you of any changes to our website or to our services that may affect you
- to improve our club services

## Our legal basis for processing your personal information

When we use your personal information we are required to have a legal basis for doing so. There are various legal bases upon which we may rely, depending on what personal information we process and why.

The legal bases we may rely on include:

- **consent:** where you have given us clear consent for us to process your personal information for a specific purpose
- **legal obligation:** where our use of your personal information is necessary for us to comply with the law (not including contractual obligations)
- **vital interests:** where our use of your personal information is necessary to protect you or someone else's life
- **public task:** where our use of your personal information is necessary for us to perform a task in the public interest or for our official functions, and the task or function has a clear basis in law
- **contract:** where our use of your personal information is necessary for a contract we have with you, or because you have asked us to take specific steps before entering a contract
- **legitimate interests:** where our use of your personal information is necessary for our legitimate interests or the legitimate interests of a third party (unless there is a good reason to protect your personal information which overrides our legitimate interests)

Further information—the personal information we collect, when and how we use it  
 For further details on when we collect personal information, what we collect as well as how we use it, please read the following sections. The first section relates to athletes:

### **Athletes (Junior & Senior)**

<b>When information is collected</b>	<b>What information we ask for</b>	<b>How and why we use your information</b>
When apply to become a club member	<p>All members: your name (first &amp; last name), email address, phone numbers, date of birth gender, category of membership, club claim, England Athletics membership number, coach name, and photograph.</p> <p>For junior athletes only: school attended, parents' names, and parents' email address.</p> <p>For senior athletes only: <u>voluntary</u> disclosure of DBS status, criminal convictions and UK taxpayer.</p>	<p>In order to administer your application for club membership we ask your consent for processing the application (parent/carer &amp; medical details) and to meet a legal obligation for some processing (child safeguarding).</p> <p>For club organisation management, forecasting &amp; statistical purposes we rely on legitimate interests to identify areas for improving club effectiveness and future planning.</p> <p>For the safety of members, we process your data in order to protect your vital interests during club training.</p> <p>We will keep this information for one year after your membership lapses or you cancel your membership.</p>
When participating in WADAC organised athletics competitions	<p>Name, Address, Tel No.            Email address, Date of Birth            Medical details, Emergency contact details, and Performance data</p>	<p>In order to manage your participation at the athletics competition we ask your consent for processing the application (parent/carer &amp; medical details) and to meet a legal obligation for some processing (child safeguarding).</p> <p>For club organisation management, forecasting &amp; statistical purposes we rely on legitimate interests to identify areas for improving club effectiveness and future planning.</p> <p>For the safety of members, we process your data in order to protect your vital interests during the competition.</p> <p>We will keep this information for one year after your membership lapses or you cancel your membership.</p>
When you take part in club social events	<p>Name, Address, Tel No.            Email address and dietary requirements</p>	<p>We rely on you giving your consent as the lawful basis for collecting and using your personal information.</p> <p>We will keep this information for 6 months after the social event.</p>

### Coaches, Officials, Parent Helpers, Other Volunteers

When information is collected	What information we ask for	How and why we use your information
When you apply to become a club coach, official or volunteer.	<p>All applicants: your name (first &amp; last name), email address, phone numbers, date of birth gender, category of membership, club claim, England Athletics membership number, coach name, and photograph.</p> <p>For coaches and officials only, disclosure of DBS status, and criminal convictions.</p>	<p>In order to administer your application for club membership we ask your consent for processing the application (DBS &amp; criminal records) and to meet a legal obligation for some processing (child safeguarding).</p> <p>For club organisation management, forecasting &amp; statistical purposes we rely on legitimate interests to identify areas for improving club effectiveness and future planning.</p> <p>For the safety of members, we process your data in order to protect your vital interests during club training.</p> <p>We will keep this information for one year after your membership lapses or you cancel your membership.</p>
When participating in WADAC organised athletics competitions	<p>Name, Address, Tel No. Email address, Date of Birth Medical details, and emergency contact details</p>	<p>In order to manage your participation at the athletics competition we ask your consent for processing the application (medical details) and to meet a legal obligation for some processing (child safeguarding).</p> <p>For club organisation management, forecasting &amp; statistical purposes we rely on legitimate interests to identify areas for improving club effectiveness and future planning.</p> <p>For the safety of members, we process your data in order to protect your vital interests during the competition.</p> <p>We will keep this information for 1 year after your membership lapses or you cancel your membership.</p>
When you take part in club social events	<p>Name, Address, Tel No. Email address and dietary requirements</p>	<p>We rely on you giving your consent as the lawful basis for collecting and using your personal information.</p> <p>We will keep this information for 6 months after the social event.</p>

### Who we share your personal information with

We routinely share personal information with:

- England Athletics via their online registration portal

- Competition organisers via team declaration sheets
- Athletics community website publishers such as (but not limited to) [ThePowerOf10](#) via submission of results.

### **The England Athletics Portal**

When you become a member of, or renew your membership with, WADAC you will automatically be registered as a member of England Athletics. We will provide England Athletics with your personal data which they will use to enable access to an online portal for you (called MyAthletics). England Athletics will contact you to invite you to sign into and update your My Athletics portal (which, amongst other things, allows you to set and amend your privacy settings). If you have any questions about the continuing privacy of your personal data when it is shared with England Athletics, please contact [dataprotection@englandathletics.org](mailto:dataprotection@englandathletics.org).

We will share personal information with law enforcement or other authorities if required by applicable law. We will not share your personal information with any other third party.

## **Transfer of your information out of the UK**

We use a sports club membership management service that is owned and operated by Wild Apricot, based in Canada. Canada's adequacy status ensures that data processed in accordance with the UK GDPR can be transferred from the UK to Canada without requiring additional data protection safeguards. This cloud-based service is hosted on servers at Wild Apricot's hosting provider, Amazon Web Services (AWS), in the United States. Here is a link to Wild Apricot's [privacy notice](#).

## **Cookies and similar technologies**

A cookie is a small text file which is placed onto your device (e.g. computer, smartphone or other electronic device) when you use our website. We use cookies on our website. These help us recognise you and your device and store some information about your preferences or past actions. We only use necessary cookies that help make a website usable by enabling basic functions like page navigation and access to secure areas of the website. The website cannot function properly without these cookies.

For further information on cookies generally visit [www.aboutcookies.org](http://www.aboutcookies.org) or [www.allaboutcookies.org](http://www.allaboutcookies.org).

## **Marketing**

We may send you information about changes to the athletics club or introducing you to other information which may be of interest to you (e.g., athletics clothing offers). Where we have your consent or it is in our legitimate interests to do so, we may do this by post, email, telephone, or text message (SMS).

We will only ask whether you would like us to send you marketing messages when you tick the relevant boxes when you complete our online web form. If you have previously agreed to being contacted in this way, you can unsubscribe at any time by:

- Emailing [membership@wadac.org.uk](mailto:membership@wadac.org.uk)
- Using the 'unsubscribe' link in emails

It may take up to five working days for this to take place. For more information on your rights in relation to marketing, see 'Your rights' below.

## **Your rights**

Under the [General Data Protection Regulation](#) you have a number of important rights, free of charge. In summary, those include rights to:

- Fair processing of information and transparency over how we use your personal information
- Access to your personal information and to certain other supplementary information that this Privacy Notice is already designed to address
- Require us to correct any mistakes in your information which we hold
- Require the erasure of personal information concerning you in certain situations
- Receive the personal information concerning you which you have provided to us, in a structured, commonly used and machine-readable format and have the right to transmit those data to a third party in certain situations
- Object at any time to processing of personal information concerning you for direct marketing
- Object to decisions being taken by automated means which produce legal effects concerning you or similarly significantly affect you
- Object in certain other situations to our continued processing of your personal information
- Otherwise restrict our processing of your personal information in certain circumstances

For further information on each of those rights, including the circumstances in which they apply, see the [Guidance from the UK Information Commissioner's Office \(ICO\) on individuals rights under the General Data Protection Regulation](#).

If you would like to exercise any of those rights, please:

- Email, call or write to us or our Data Protection Officer ([dpo@wadac.org.uk](mailto:dpo@wadac.org.uk)) and
- Let us have enough information to identify you (e.g., name and email address)
- Let us have proof of your identity (or your parent's identity in the case of junior members) and address (a copy of your driving licence or passport and a recent utility or credit card bill), and
- Let us know the information to which your request relates.

## Keeping your personal information secure

We have appropriate security measures in place to prevent personal information from being accidentally lost or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

If you want detailed information from Get Safe Online on how to protect your information and your computers and devices against fraud, identity theft, viruses and many other online problems, please visit [www.getsafeonline.org](http://www.getsafeonline.org). Get Safe Online is supported by HM Government and leading businesses.

## How to complain

We hope that we can resolve any query or concern you raise about our use of your information. The [General Data Protection Regulation](#) also gives you right to lodge a complaint with a supervisory authority, in particular in the European Union (or European Economic Area) state where you work, normally live or where any alleged infringement of data protection laws occurred. The supervisory authority in the UK is the Information Commissioner who may be contacted at <https://ico.org.uk/concerns/> or telephone: 0303 123 1113.

## Changes to this website privacy notice

This website privacy notice was last updated on 18 February 2021.

We may change this website privacy notice from time to time, when we do, we will inform you by email if you are registered with us to receive email communications.

## How to contact us

If you wish to contact WADAC, please email your enquiry to [membership@wadac.org.uk](mailto:membership@wadac.org.uk). If you prefer to contact our Data Protection Officer, please send an email to [dpo@wadac.org.uk](mailto:dpo@wadac.org.uk).